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# COMMONWEALTH OF VIRGINIA



## OFFICE OF THE GOVERNOR Executive Order 3 (2002)

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### Authority and Responsibility of Chief of Staff

By virtue of the authority vested in me as Governor under Article V, Sections 1, 7, 8, and 10 of the Constitution of Virginia and Sections 2.2-100 and 2.2-104 of the *Code of Virginia*, and subject always to my continuing ultimate authority and responsibility to act in such matters and to reserve to myself any and all such powers, I hereby affirm and delegate to my Chief of Staff the powers and duties enumerated below:

1. To direct, as the deputy planning and budget officer, the administration of the state government planning budget process, except as to the responsibilities enumerated below, which are retained by me:
  - a. Submission of the budget and accompanying documents to the General Assembly;
  - b. Final review and determination of all proposed expenditures and of estimated revenues and borrowings to be included in the Executive Budget for each state department, division, office, board, commission, institution, or other agency or undertaking;
  - c. Amendment of Position Levels;
  - d. Authorization of deficits; and
  - e. Appointment of the Director of the Department of Planning and Budget.
2. To direct, as the deputy personnel officer, the administration of the state government personnel system, except as to the responsibilities enumerated below, which are retained by me:

- a. Final determination with respect to employee compensation plans;
  - b. Submission of reports to the General Assembly by the Governor as required by law;
  - c. Issuance, amendment, or suspension of the Rules for the Administration of the Virginia Personnel Act;
  - d. Final action on appeals from appointing authorities to the Governor; and
  - e. Appointment of the Director of the Department of Human Resource Management.
3. To review, in the event of my absence or unavailability, major planning, budgetary, personnel, policy, and legislative matters that require my decision.
  4. To review, in the event of my absence or unavailability, policy differences which may arise among or between my Secretaries.
  5. To act as chief liaison officer with members of the General Assembly of Virginia.
  6. To act as Senior Executive Assistant with responsibilities that include, but are not limited to, the direction and supervision of the Governor's Office, as well as budgetary and personnel authority for the office.

This Executive Order shall become effective immediately upon signing, and shall remain in full force and effect until January 31, 2006, or until amended or rescinded by further executive order.

Given under my hand and under the seal of the Commonwealth of Virginia this 12th day of January, 2002.

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Mark R. Warner, Governor

Attest:

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Secretary of the Commonwealth